

## **Sector Vessel Monitoring and Reporting Checklist**

This checklist is a reminder for vessel operators of the monitoring and reporting requirements for sector fishing trips. It is the vessel operator's sole responsibility to adhere to all federal regulatory requirements **and** to any operating instructions issued by the sector manager through the approved Sector Operating Plan.

### **To Start Your Fishing Trip:**

- \_\_\_\_ 1. Ensure that your sector has sufficient ACE for all stocks in the areas you intend to fish.
- \_\_\_\_ 2. Ensure that you have a copy of your sector's operations plan and your vessel's Letter of Authorization issued by NMFS on board.
- \_\_\_\_ 3. Notify the Northeast Fisheries Observer Program at least 48 hours in advance of the start of a trip so that it may be determined whether or not your vessel has been selected for coverage by an observer or an at-sea monitor.
- \_\_\_\_ 4. Ensure that your USCG Commercial Fishing Vessel Safety Examination Decal and other essential safety items are current, such as EPIRB battery and hydro, life raft servicing and hydro, flares, and fire extinguishers.
- \_\_\_\_ 5. Prior to leaving port, submit trip declaration via VMS.
- \_\_\_\_ 6. Prior to leaving port, make pre-trip hail report for dockside monitoring by the means specified in your sector's approved Operations Plan.
- \_\_\_\_ 7. You must receive a confirmation from your dockside monitor provider in order to start the fishing trip.

### **To End Your Fishing Trip:**

- \_\_\_\_ 1. Submit your trip-level catch reports via VMS if declared into multiple broad stock areas (even if you only fish in one area).
- \_\_\_\_ 2. Submit any other reports that are specified by your sector manager.
- \_\_\_\_ 3. Send a trip end hail to your dockside monitoring provider:
  - For all trips greater than 6 hours in length and occurring more than 6 hours from port, vessels must hail trip end to the dockside monitor at least 6 hours in advance of landing.
  - For trips less than 6 hours in length or for trips occurring within 6 hours of port, trip end hail notification time is determined in your sector's operating plan.
- \_\_\_\_ 4. Complete a VTR for each statistical area fished, and each gear and/or mesh size used.

### **Dockside Monitoring:**

In the trip end hail confirmation from your dockside monitor provider, you will be informed whether your vessel was selected for dockside monitoring or whether it received a dockside monitoring waiver for the trip.

**If your vessel receives a waiver:**

- \_\_\_\_\_ Provide copies of all VTRs and dealer receipts for the trip to the sector manager within 24 hours of offloading.

**If your vessel is selected for dockside monitoring:**

Your vessel may land, but cannot begin offloading until the dockside monitor is present. If you are offloading at more than one dealer, truck, or facility, a dockside monitor must be present during offload at *each* location.

- \_\_\_\_\_ Supply the initial dockside monitor with the pink copy of all VTRs filled out for the trip.
- \_\_\_\_\_ Supply each dealer with the orange and green copies of all VTRs filled out for the trip.
- \_\_\_\_\_ Upon completion of the offload, indicate to the dockside monitor whether all fish have been offloaded and whether any fish are being retained on board, such as for personal use.
- \_\_\_\_\_ Check all dealer reports and submissions for accuracy.

**If the vessel has been selected for dockside monitoring and is off-loading to a truck:**

A roving monitor must witness *all* offload activities and a dockside monitor must be present at *each* dealer that receives fish in order to certify weigh-out of all landings. The roving and dockside monitors may be the same person or different individuals.

- \_\_\_\_\_ Supply the initial roving monitor with the pink copy of all VTRs filled out for the trip.
- \_\_\_\_\_ Supply each dealer with the orange and green copies of all VTRs filled out for the trip.
- \_\_\_\_\_ Upon completion of the offload, indicate to the dockside monitor whether all fish have been offloaded and whether any fish are being retained on board, such as for personal use.
- \_\_\_\_\_ Check all copies of the truck's manifest and when received, check submissions by dealers to ensure their accuracy.

**If a vessel has been selected for dockside monitoring and the monitor is not present when the vessel lands:**

- \_\_\_\_\_ Wait until the monitor arrives before beginning *any* offloading.

**VTRs**

- \_\_\_\_\_ Submit all VTR copies to your sector manager as required. They may be delivered by your dockside monitor to your sector manager.
- \_\_\_\_\_ Submit all VTRs for the week, including "did not fish" reports, to NMFS by midnight of the first **Tuesday** following the end of the reporting week.

**Contact and Landings Information**

**Whom to Call for Assistance:**

For Pre-Trip Notification System questions, call NMFS PTN Coordinator at 508-495-2309.

For VMS questions, call the NMFS Northeast VMS Team at 978-281-9213.

For regulatory questions, call the NMFS Sustainable Fisheries Division at 978-281-9315

**Fish-On-Line:**

All federal fishing permit holders can access their vessel's data via the NMFS website Fish-on-Line. At this site, landings information, such as data reported to NMFS by seafood dealers, can be tracked, and, if necessary, corrected. Go to <https://www.nero.noaa.gov/NMFSlogin/> to access the site. For assistance, contact NMFS at 978-281-9133.